

Administrative Assistant's Report

My contract with SAYMA is for 53 hours a month, which works out to an average of 12.25 hours per week. For the first six or seven years I worked for SAYMA, I reported that I was being paid for more hours than there were SAYMA tasks to fill them. For the past two years, this has not been the case. Since I started work in December 2006, many of my tasks have converted from mailing to emailing, possibly making them more efficient, but I have absorbed a number of tasks that used to be handled by volunteers, and added some new tasks.

Tasks that were previously handled by volunteers include:

1. Printing and mailing the newsletter; maintaining the newsletter mailing list
2. Receiving and depositing checks
3. Soliciting and collecting hospitality needs for rep meetings
4. Soliciting and collecting committee & WQO reports for yearly meeting and rep meetings
5. Preparing special mailings for committees including ad hoc committees
6. Creating nametags, receipts, and other materials for YM sessions
7. (some years) serving as recording registrar for yearly meeting sessions

Tasks added include:

1. Collecting applications for JYM volunteers
2. Initiating and following up on background checks for JYM volunteers
3. Researching and preparing special reports for rep meeting
4. Managing electronic evaluation for YM
5. Setting up conference calls for committees

This is not an exhaustive list.

I have notified the clerk and the Personnel Committee that I plan to retire July 31, 2018. I am providing this list of tasks to remind SAYMA that the Personnel Committee and the yearly meeting will need to consider what they will need in an administrative assistant in two years. I am not complaining about the workload.

A draft of the 2016-2017 directory will be available near the registration table/reading table in lower Gladfelter. Please check your entries and make corrections as needed. Again this year, 7 of 21 meetings did not return updated rosters. Meetings that also did not up date their directory listings last year will not be included in print copies of the directory.

On a happier note, the census attached to this report contains data from all but one meeting! The compiled census indicates almost no change in the size of SAYMA although there is some variation in individual meetings. Of interest is that overall, SAYMA meetings report that 15% of adult members are considered inactive. This might deserve attention.

In service,

Liz Dykes

SAYMA Census 2015--Reported June 2016

	Asheville	Athens ¹	Atlanta	Berea	Birmingham	Boone	Brevard	Celo	Charleston ¹	Chattanooga	Columbia	Cookeville	Crossville	Foxfire	Greenville	Huntsville	Memphis	Nashville	Oxford	Swannanoa	Knoxville	
1.a. Recorded members																						
Adults	69	0	172	36	12	0	6	49	20	36	15	4	6	6	8	5	44	63	3	46	56	
under 18	19	0	0	3	0	0	0	1	0	0	0	0	0	0	0	0	8	1	0	3	1	
Subtotal: Members	88	0	172	39	12	0	6	50	20	36	15	4	6	6	8	5	52	64	3	49	57	
1.b. Attenders																						
Members of another SAYMA meeting	0	d/c	d/c	0	0	2	0	1	1	0	0	0	0	0	1	0	0	0	0	0	0	
Members in another Yearly Meeting	8	0	d/c	4	1	0	0	4	1	2	2	0	0	0	0	0	1	10	0	4	5	
Not members of RSOF	17	d/c	108	9	13	1	0	45	d/c	9	23	5	3	3	3	11	23	70	7	26	19	
under 18	19	5	65	8	2	0	0	17	0	0	7	0	0	0	2	5	11	24	0	15	3	
Subtotal: Attenders	44	12	173	21	16	3	0	67	2	11	32	5	3	3	6	16	35	104	7	45	27	
TOTAL: Individuals to report to SAYMA	132	12	345	60	28	3	6	117	22	47	47	9	9	9	14	21	87	168	10	94	84	1324
Adults considered inactive	5	0	31	18	0	0	2	17	d/c	16	7	0	1	3	4	0	24	24	0	14	29	195
Report to FWCC (Includes PM/WG attenders; NOT members of other YM's)	124	12	345	56	28	1	6	112	20	45	45	9	9	9	13	21	86	158	10	90	79	1278
Reported to FWCC last year	114	30	329	63	31	1	6	75	39	42	48	10	10	9	12	23	79	159	14	110	73	1277
Change	10	-18	16	-7	-3	0	0	37	-19	3	-3	-1	-1	0	1	-2	7	-1	-4	-20	6	1
Members who																						
Attend your meeting	39	n/a	d/c	21	12		5	23		19	7	4	5	3	4	3	20	39	3	31	22	
Attend Worship Group under the care of your meeting	0	n/a	d/c	0	0		0	0		1	2	0	0	0	0	0	0	0	0	0	0	
Attend another SAYMA Worship Group	2	n/a	d/c	0	0		1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	
Attend another SAYMA Meeting	0	n/a	d/c	0	0		0	0	0	0	0	0	0	0	0	0	1	2	0	2	1	
Attend in another Yearly Meeting	2	n/a	d/c	0	0		0	1	0	0	2	0	1	0	0	2	1	1	0	0	3	
Attend in another religious tradition	0	n/a	d/c	0	0		0	6	4	d/k	1	0	0	0	0	0	4	2	0	1	1	
Attend rarely/not at all/don't know	16	n/a	d/c	18	2		0	16	0	17	3	0	0	1	4	0	18	19	0	1	24	

PLEASE NOTE: shaded meetings did not provide new data--2014 data was used.

SAYMA Census 2015--Reported June 2016

	Asheville	Athens	Atlanta	Berea	Birmingham	Boone	Brevard	Celo	Charleston	Chattanooga	Columbia	Cookeville	Crossville	Foxfire	Greenville	Huntsville	Memphis	Nashville	Oxford	Swannanoa	Knoxville
2. Count of Events																					
a. Marriages/commitment ceremonies of members/attenders under care of meeting	0	0	3	0	0		0	0	0	0	0	0	0	0	0	n/a	0	0	0	1	0
b. Marriage/commitment ceremonies of members/attenders NOT under care of meeting	0	0	0	0	0		0	1	0	0	0	0	0	0	0	n/a	0	0	0	0	1
c. Marriage/commitment ceremonies under care of meeting, non members/attenders	1	0	0	0	0		0	0	0	0	0	0	0	0	0	n/a	0	1	0	0	0
d. births/adoptions	3	0	3	0	0		0	0	0	0	1	0	0	0	0	n/a	0	1	0	0	0
e. Deaths	1	0	3	0	0		0	0	0	1	1	1	2	0	0	1	0	1	1	4	1
f. transfers in	5	0	2	0	0		2	0	0	3	0	0	0	0	0	0	0	0	0	1	0
g. transfers out/withdrawals	2	0	0	4	0		1	0	0	0	0	0	0	0	0	1	1	0	0	0	1
h. new members	0	0	4	2	0		0	1	1	0	0	0	0	0	0	1	1	1	0	1	3
i. new attenders	3	6	d/c	5	3		2	20	3	4	1	1	0	1	1	0	6	10	1	9	8
j stopped attending	d/k	5	d/c	d/k	2		2	10	1	d/k	6	0	0	1	1	1	2	4	0	1	5
3. Active Meeting Participation																					
Under 12 years old	10	5	37	4	2			14	0	0	3	0	0	0	2	3	7	19	0	13	1
12-18 years old	0	0	28	7	0			3	0	0	4	0	0	0	0	1	1	5	0	2	2
Young adults 19-35 years old	d/c	12	30		4			17	1	4	1	0	0	1	0	0	9	12	2	1	6

¹Meeting does not distinguish between members and attenders